

Step 1 - Creating Meetings

Select “Meeting” on the left hand side of the page. Select “New Meeting” to schedule a meeting or “Instant Meeting” to create a meeting immediately. Specify meeting details.

Meetings Page

PBMA Secure Meeting - Meeting Daily View - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://128.156.249.169/dana/meeting/meeting_daily.cgi

Google Search Web 1106 blocked AutoFill Options

PBMA Process Based Mission Assurance
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Meetings

Daily Weekly Monthly All

Tuesday April 6, 2004

To create a new meeting, click New Meeting or click the time when you want the meeting to start.

New Meeting... Instant Meeting

Time and Status	Meeting Details
6AM	
7:00	
8:00	
9:00	
10:00	
11:00	
12PM	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	

Step 2 - Meeting Invitees

When the meeting creator specifies who they want to invite, the prospective attendee must have a SecureMeeting account. You can add a user if you know their username or click on “Search” and you can search for the users by their username.

“Invitees” Section

PBMA Secure Meeting - Meeting Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://securemeeting.grc.nasa.gov/dana/meeting/meeting_detail.cgi

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Invitees

Add Secure Gateway Users

Username:

Authentication Server:

Remove Set As Conductor Set Email...

Add Search...

Add Other Users

User Email:

Add

Save changes?

Save Cancel

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